SPOTTED RECRUIT
THE HOME OF STARTUP RECRUITMENT
都内テクノロジー・スタートアップ企業の求人多数

# HR Operations Senior Specialist/ER

## 募集職種

**人材紹介会社**
株式会社SPOTTED

**求人ID**
1614088

**業種**
ソフトウエア

**会社の種類**
中小企業 (従業員300名以下) - 外資系企業

**雇用形態**
正社員

**勤務地**
東京都 23区

**給与**
800万円 ~ 1200万円

**更新日**
2026年11月27日 04:00

## 応募必要条件

**職務経験**
3年以上

**キャリアレベル**
中途経験者レベル

**英語レベル**
ビジネス会話レベル

**日本語レベル**
流暢レベル

**最終学歴**
大学卒： 学士号

**現在のビザ**
日本での就労許可が必要です

## 募集要項

A rapidly growing technology company is looking for an **HR professional specializing in HR Planning and Employee Relations** to support the company's continued organizational growth and increasing business complexity.

The HR team supports a highly international workforce and is responsible for a broad range of HR activities, including employee relations, HR systems, organizational development, and HR policy implementation.

- Lead **HR system planning and employee/labor relations** activities
- Manage payroll, social insurance procedures, and coordination with external labor and social insurance consultants
- Improve HR processes, systems, and employee benefits to strengthen labor management and organizational effectiveness
- Communicate directly with employees, including in **English**, regarding HR policies, systems, and procedures

スキル・資格

- Experience independently leading **employee/labor relations or HR system planning**
- End-to-end experience handling **HR policy/rule revisions, payroll calculations, and social insurance procedures**
- Experience operating and managing **multiple HR systems**
- **Conversational English** communication skills

Tokyo, Koto City
Working style: Hybrid (**3 days Work from home** /**week**), Remote is also possible
Flexible work arrangement

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会社説明